



United States Department of Agriculture  
Rural Development  
Texas State Office

MAR 11 2005

USDA Rural Development Texas AN No. 587 (1951-B)

**TO:** All Offices  
USDA Rural Development, Texas

**FROM:** Bryan Daniel  
State Director   
USDA Rural Development, Temple

**SUBJECT:** Log of Checks/Money Orders stored in Safe

**PURPOSE/INTENDED OUTCOME:** To establish concise direction on handling checks and money orders held in the state and local offices.

**COMPARISON WITH PREVIOUS AN:** No other Texas AN has been issued on this subject.

**IMPLEMENTATION RESPONSIBILITIES:** There are several reasons for a check or money order to be stored in the local/state office safe for a relatively short period of time. Cash should not be stored in the safe. If cash is collected, it should be immediately converted to a cashier's check or money order.

For management control purposes, it is important that we are all aware if checks are stored in the safe, for what purpose, for how long, and when they are distributed, disbursed, or remitted.

Effective immediately, please complete the attached Log of Checks for each check or money order that is stored in your safe. Post to the Log of Checks each time a check or money order comes in or goes out. The Log of Checks should be stored in the safe separately from the checks and money orders, preferably in a separate drawer.

A Log of Checks should be prepared each month. At the end of each month, file the Log of Checks in your monthly collection file (1951-B) in position four (4). Transfer any checks or money orders from the previous month that are still in your safe to the next month's Log of Checks.

If you have any questions, please call Donna Freytag at 254-742-9704.

Attachment

**Expiration Date:**  
February 28, 2006

**Filing Instructions:**  
Following RD Instructions 1951-B

101 South Main • Suite 102 • Temple, TX 76501  
Phone: (254) 742-9700 • Fax: (254) 742-9709 • TDD: (254) 742-9712 • Web: <http://www.rurdev.usda.gov>

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Month: Year:

## Month: Year:

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